

Appendix A

OPTIONAL FORMAT FOR PREPARATION OF
ORGANIZATIONAL OR FUNCTIONAL CHANGE REQUEST

1. BACKGROUND. State situation, problem, directive, or condition that caused the need for changes.
2. CURRENT ORGANIZATION. Submit an organizational diagram of the current organization, clearly indicating the organizational title(s), as shown in current Honolulu District Permanent Orders, position titles, grades, etc. Depict pertinent organizational relationships in the diagram by identifying all sub-elements, e.g., divisions, branches, sections, etc., if any. Identify Finance and Accounting (F&A) organization codes and budget elements.
3. CURRENT STAFFING. Identify all authorized positions, including vacancies, by job title, series and grade in the present organization.
4. PROPOSED ORGANIZATION. Submit an organizational diagram of the proposed organization showing organization title(s), position titles and grades, and identifying F&A organization codes and budget elements. Show pertinent organizational relationships by identifying all sub-elements, e.g., divisions, branches, sections, etc.
5. PROPOSED FUNCTIONAL STATEMENTS. Submit appropriate functional statements prepared in a style similar to that used in the appendices to this regulation. Statements should be concise and should accurately describe only those functions that have been assigned to the organization by appropriate authority.
6. PROPOSED OR REQUESTED STAFFING. Identify total proposed staffing, including currently authorized and any additional requested spaces, by job title, series and grade, of the new organization.
7. MANPOWER JUSTIFICATION. Provide full explanation of the basis for proposed staffing identified IAW item 6 above. To the extent possible, justification should be expressed in terms of quantitative workload data.

8. PERSONNEL IMPACT. Address the implications for current personnel and how you plan to deal with any adverse impact on personnel or positions (e.g., changes in classification).
9. FUNDING IMPACT. Show impact of the proposed change(s) on the following:
 - a. Total Labor Multiplier (TLM)
 - b. Engineering and Design (E&D) costs
 - c. Supervision and Administration (S&A) costs
 - d. General and Administrative (G&A) costs
 - e. Other pertinent costs
10. COST COMPARISON. Present a brief comparison of current fiscal year costs and computed savings or additional costs that will result from the proposed change. Include a statement as to whether or not funds are available to support the proposed change.
11. SUMMARY OF STAFFING CHANGES. Provide a list of personnel that are affected by the reorganization. Include the office symbol, Corps of Engineers Financial Management (CEFMS) work items, and organizational code of each person under the old and new structure.
12. IMPACT STATEMENT. Clearly state the impact on the organization's workload and resources, i.e., personnel, budget, supplies, equipment, and facilities, if the proposed change is not approved.
13. ALTERNATIVES. Identify and explain each alternative to the proposed reorganization. State the advantages and disadvantages of each alternative.